

Minutes For Public Meeting of The E.D. Position Description Review Committee

Special Committee Meeting of June 23, 2011

Conference Room, Suite 200
1400 W. Washington, Phoenix, AZ 85007

Committee Members Present: **Board Members Absent:** **Staff Present:**

Committee Chair Bill Cohagen None

David Geriminsky

Jeannette Kieffer

Valarie Davis

Becky Brimhall

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Recommended and Authored by: David Geriminsky

Approved by the Committee on August 23, 2011

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The Agenda for the meeting is as follows:

CALL TO ORDER

by Chair Bill Cohagen RCP, RRT, FAARC

REGULAR AGENDA

R-1 APPROVAL OF MINUTES

Recommended for Approval

None

R-2 Update of PDQ and Job Description

The Committee discussed the formatting and standardization of the Position Description Questionnaire. After further discussion, **Becky Brimhall** moved to direct Staff to contact ADOA and, as ADOA has many agencies that it provides services for, request that they write a draft PDQ for the Committee to consider. **Board Chair Bill Cohagen** Seconded. **The Motion Passed.**

R-3 ESTABLISH DATE AND TIME OF NEXT COMMITTEE MEETING

August 23, 2011

R-4 CALL TO THE PUBLIC

Those wishing to address the Committee do not need to request permission in advance. Each person wishing to address the Committee will be given five (5) minutes to do so. The Committee can only take action on matters listed on the agenda. Persons who wish to raise issues or concerns not on the noticed agenda should be aware that the only procedural action that can be taken is directing staff to study the matter or to schedule the matter for further discussion at a later date.

R-5 EXECUTIVE SESSION

R-6 ADJOURNMENT

Board Chair Bill Cohagen adjourned the meeting at 9:05 p.m., without objection

DATED this 22nd day of August, 2011

David Geriminsky
Executive Director